

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL

QUALIFICATIONS:

Paraprofessional:

- (1) High School Diploma or equivalent.
- (2) Highly Qualified requirement:
 - An associate's or higher degree, or
 - Completion of 60+ semester hours of study at an institution of higher education, or
 - Minimum total battery score of 12.9 on the TABE Test, or
 - College Level Academic Skills Test (CLAST), or
 - The Florida Teacher Certification Examination General Knowledge Test – passing scores earned July 1, 2002, and after, or
- (3) Computer proficiency.

Pre-Kindergarten Paraprofessional

- (1) Same as #1 above
- (2) Same as #2 above
- (3) Same as #3 above
- (4) Completion of 40-hour childcare class.
- (5) Child Development Associate Equivalent/Credential.

Exception to the Highly Qualified Requirement:

Paraprofessionals hired prior to 12/21/10, whose assignment does not require any instructional duties, or whose assignment is in an Adult Education setting, will not be required to be highly qualified as long as there is no change to the work assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Teacher / Principal

JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES:

N/A

**Board Approved July 21, 1998
Amendments Board Approved April 15, 2003, June 20, 2006, July 17, 2007,
January 19, 2010, December 21, 2010, March 20, 2012, June 18, 2013**

PARAPROFESSIONAL (Continued)**PERFORMANCE RESPONSIBILITIES:**

- (1) Assist the teacher(s) in preparing materials and equipment.
- (2) Assist the teacher in planning and implementing classroom activities.
- (3) Manage time efficiently.
- (4) Provide student supervision as required by the teacher or administrator.
- (5) Perform assigned clerical and bookkeeping duties.
- (6) Prepare and maintain requested/required reports and records.
- (7) Assist in maintaining the security of records, materials and equipment.
- (8) Maintain a clean and orderly environment for students.
- (9) Assist in assessing student progress as directed.
- (10) Assist in evaluating program effectiveness and ways of improving.
- (11) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- (12) Assist students with personal hygiene, health and safety issues, or grooming if required.
- (13) Use classroom management techniques conducive to an effective classroom environment.
- (14) Work closely with teacher or other professionals.
- (15) Assist in maintaining positive relationships between the school and parents.
- (16) Participate in training programs and in-service.
- (17) Maintain confidentiality regarding student information.
- (18) Use effective, positive interpersonal skills.
- (19) Demonstrate integrity through ethical behavior.
- (20) Carry out professional responsibilities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- (22) Other duties assigned by the immediate administrator or supervisor.

Adults with Disabilities Evening Program at Sunland

- (1) Working with adults with disabilities.
- (2) Assisting with computer and paper and/or pencil assignments.
- (3) Keeping up paper work and records of student progress
- (4) Writing functional and academic goals.
- (5) Other duties assigned (working under teacher supervision).

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 11-23, 27
182 days
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.